



**Medicaid Administrative Claiming**  
Random Moment Time Study  
*Coordinator's Instruction Guide to  
Participant Management*

*School Districts in Washington*

Effective August, 2016

# Participant Management for RMTS

## Contents

<b>A. Participant Management: Overview and Purpose</b> .....	3
<b>B. Logging on to the system</b> .....	4
<b>C. Who Should Participate in the RMTS?</b> .....	5
Staff Eligible to Participate.....	5
Examples of Reimbursable MAC Activities .....	5
Participant Job Titles and Job Pools.....	5
<b>D. Participant Management</b> .....	6
<b>Confirm that you are Working in the Correct Quarter</b> .....	6
<b>General Information about Using the ‘My Participants’ Grid</b> .....	7
<b>What can I do from My Participant Grid?</b> .....	8
Editing Information.....	8
Inactivating Participants .....	9
Returning Inactive Participants.....	10
Option 1: Click on the box labeled ‘Include Inactive Participants’ on the right side, above the grid.....	10
Option 2: Click on the Employee ID .....	11
Adding New Participants .....	12
<b>What can I do with Exporting/Importing Files?</b> .....	12
<b>Complete Quarter – Finalizing Participant Management</b> .....	17
<b>New Change of Status Request during the Quarter</b> .....	17
<b>E. Resources</b> .....	19

## A. Participant Management: Overview and Purpose

On a quarterly basis, prior to the start of the Random Moment Time Study (RMTS), each school district must update information in the RMTS system that will identify individuals who will be participating in the RMTS in the upcoming quarter.

Part of this process is to identify a Work Schedule for each RMTS participant. Please see the RMTS Work Schedule Calendar Instruction Guide for the details of that process. Information for all RMTS participants must be completed in the RMTS system no later than the 10<sup>th</sup> of the month preceding the start of each quarter.

<u>Time Study Quarter:</u>	<u>Calendar Entry/Edit Deadline:</u>
October 1 – December 31	September 10
January 1 – March 31	December 10
April 1 – June 30	March 10

## B. Logging on to the system

1. Participant Management information is entered into the RMTS section of the system.

<https://cbe.chcf-umms.org/RMTSAdmin>

Login with your User ID and password

Logon

Please enter your User ID and Password. If you don't have an account, contact your System Administrator.

User ID: AsterTin

Password:  [Forgot Password](#)

Logon

Click [here](#) to read Non-UMMS User Data Access Agreement.

[Contact Us](#)

Random Moment Time Study School Based Claiming

Center for Health Care Financing  
UMASS MEDICAL SCHOOL  
A Commonwealth Medicine Center of Distinction

Participant Management

My Participants

Quarter: Next Quarter: 2016 Oct - Dec Fiscal Quarter Selected: Q2 FY17 [Add New Participant](#)

Participant Grid Import Status

Employee ID	Last Name	First Name	Email Address
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If you are logged into the School Based Claiming system, select '**RMTS Admin**' from the left-hand navigation menu to transfer to Participant Management.

- School District
- Administrative Claiming
- Online Training
- RMTS Admin

## C. Who Should Participate in the RMTS?

### Staff Eligible to Participate

Positions eligible to participate in the RMTS must be for staff:

- Who are not participating in another HCA MAC time study
- Who are directly employed, or contracted by the SD or a HCA approved MAC subcontractor
- Who are reasonably expected to perform MAC related activities
- Whose positions are not funded with federal dollars, or have been appropriately off-set according to Center for Medicare and Medicaid Services guidelines
- Whose positions are not included in an approved indirect rate

### Examples of Reimbursable MAC Activities

- Informing Washington State residents about Medicaid and providing them with applications for the program.
- Assisting residents in completing and submitting the Medicaid application for eligibility determination, or referring them to the local Community Service Office (CSO) or online resources to apply.
- Arranging Transportation in support of Medicaid covered services.
- Evaluating and improving access to Medicaid covered services.
- Providing or receiving school staff training related to Medicaid specific topics.
- Linkage activities such as referring individuals to Medicaid covered medical, dental, mental health, substance abuse treatment, and/or family planning services. This also includes coordinating and monitoring the delivery of those services.

### Participant Job Titles and Job Pools

For the RMTS, school district participants are grouped into the following three (3) job pools:

#### **ADMINISTRATION**

Elementary Principal  
Elementary Vice Principal  
Office/Clerical  
School Administrator  
Secondary Principal  
Secondary Vice Principal  
MAC Coordinator/back-up  
Other Supporting MAC staff

#### **EDUCATION**

Paraprofessional  
Elementary Teacher  
Secondary Teacher  
Other Teacher

#### **SOCIAL AND HEALTH CARE SERVICES**

Counselor  
Health Room Assistant  
Nurse  
Occupational Therapist  
Physical Therapist  
Psychologist  
Social Worker  
Speech-Language  
Pathologist or Audiologist

## D. Participant Management

The **My Participants** grid for the Random Moment Time Study (RMTS) identifies individuals from your School District that you have named to participate in the RMTS.

From this screen, you will be able to:

- Add new participants
- Update information about current participants who will be continuing to participate
- De-activate staff members who will no longer be participating
- Re-activate staff who participated in the past, but did not participate in the most recent RMTS quarter

The system allows more than one way to complete most functions, including clicking on an action icon in the left hand column of the participant grid, opening a form by clicking on the Employee ID, making changes directly in the participant grid, or importing and exporting files.

### Confirm that you are Working in the Correct Quarter

The RMTS System will default to displaying participant information related to the Next Quarter. But it's always a good practice to double check that the Next Quarter is displayed in the **'Quarter'** navigational field near the top left of the screen.

**My Participants**

Quarter: **Next Quarter: 2016 Oct - Dec** Fiscal Quarter Selected: Q2 FY17 Add New Participant

Participant Grid | Import Status

	Employee ID	Last Name	First Name	Email Address
	<a href="#">UMMS81624</a>	Apple	Penny	susan.dadah@umassmed.edu
	<a href="#">UMMS81628</a>	Aster	Tina	susan.dadah@umassmed.edu
	<a href="#">UMMS81627</a>	Chocolate	Cynthia	susan.dadah@umassmed.edu
	<a href="#">UMMS81620</a>	Daffodil	Paul	susan.dadah@umassmed.edu

## General Information about Using the 'My Participants' Grid

On the grid, you will notice that the first four columns will freeze as you scroll to the right, and filters at the top of every field will help you search for information as you type in the field. Find what works best for you.

	Employee ID	Last Name	First Name	Email Address
	<input type="text"/>	<input type="text" value="Bl"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS81690</a>	Blondie		Blondie@test.com
	<a href="#">UMMS81691</a>	Bloomers		Bloom@test.com
	<a href="#">UMMS81692</a>	Blossom		Blossom@test.com
	<a href="#">UMMS81722</a>	Thistleblossom		Thistleblossom@tst.com

abc Contains

abc Does not contain

abc Starts with

abc Ends with

= Equals

≠ Does not equal

Reset

Maximize your screen to see as many fields as possible. Fields listed include: Employee Number, Last Name, First Name, Email Address, Job Pool, Job Description, Job Type (Employee or Contractor) and Federally Funded %.

**My Participants**

Quarter: Next Quarter: 2016 Oct - Dec Fiscal Quarter Selected: Q2 FY17 [Add New Participant](#)

Participant Grid Import Status

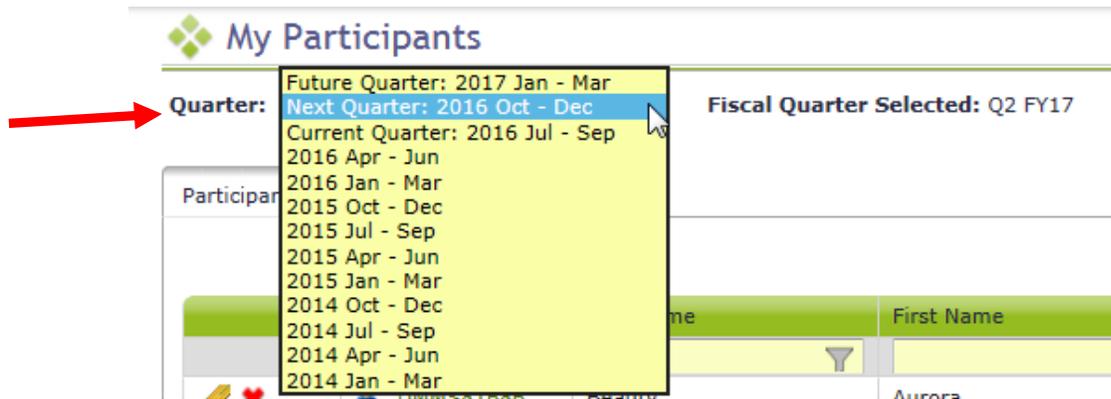
Clear Filters  Include Inactive Participants

	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C	Fed Fund %
	<a href="#">UMMS81686</a>	Beauty	Aurora	Beauty@test.com	Education	Secondary Teacher	Employee	0
	<a href="#">UMMS81687</a>	Berry	Snow White	Berry@test.com	Education	Other Teacher	Employee	0
	<a href="#">UMMS81688</a>	Bibbidy	Cinderella	Bibbidy@test.com	Education	Other Teacher	Employee	0
	<a href="#">UMMS81689</a>	Birdadette	Tiana	Birdadette@test.com	Social & Health Care Services	Nurse	Employee	0
	<a href="#">UMMS81690</a>	Blondie	Rapunzel	Blondie@test.com	Administration	Elementary Principal	Employee	0
	<a href="#">UMMS81691</a>	Bloomers	Aurora	Bloom@test.com	Administration	Office/Clerical	Employee	0
	<a href="#">UMMS81692</a>	Blossom	Mulan	Blossom@test.com	Social & Health Care Services	Psychologist	Employee	0
	<a href="#">UMMS81693</a>	Brie	Cinderella	Brie@test.com	Education	Other Teacher	Employee	0
	<a href="#">UMMS81694</a>	Daisy	Rapunzel	Daisy@test.com	Education	Secondary Teacher	Employee	0
	<a href="#">UMMS81695</a>	Fern	Aurora	Fern@test.com	Education	Other Teacher	Employee	0

Page 1 of 4 (39 items) 1 2 3 4

[Complete Quarter](#)

If you need to navigate to a different quarter, select the quarter from the 'Quarter' drop-down menu.



### What can I do from My Participant Grid?

#### Editing Information

1. Click on the 'pencil' in the left hand column.

	Employee ID	Last Name	First Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS81686</a>	Beauty	Aurora
	<a href="#">UMMS81687</a>	Berry	Snow White
	<a href="#">UMMS81688</a>	Bibbidy	Cinderella

- a. As you tab across each field, it becomes interactive and you can update information.
- b. After your edits are complete, save your changes by clicking on the green check mark icon in the left column, or cancel your changes and return to the grid view without saving by clicking on the black 'reverse' arrow.

	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS81686</a>	Beauty	Aurora	Besty@test.com	Education	Secondary Teacher	Employee
	<a href="#">UMMS81687</a>	Berry	Snow White	Berry@test.com	Education	Other Teacher	Employee
	<a href="#">UMMS81688</a>	Bibbidy	Cinderella	Bibbidy@test.com	Education	Other Teacher	Employee

2. Click on the 'Employee ID'

	Employee ID	Last Name	First Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">UMMS81686</a>	Beauty	Aurora
	<a href="#">UMMS81687</a>	Berry	Snow White
	<a href="#">UMMS81688</a>	Bibbidy	Cinderella

- a. Edit Participant form opens. Makes edits and click Save.

**Edit Participant**

Fiscal Quarter Selected: Q2 FY17

**Profile**

\* Employee ID : UMMS81686  
 \* Last Name : Beauty  
 \* First Name : Aurora  
 \* Email Address : Beauty@Test.com  
 \* Active Yes or No : Yes

**Job Details**

\* Job Pool : Education  
 \* Job Description : Secondary Teacher  
 \* Job Type E or C : Employee  
 \* Fed Fund % : 0  
 Work Schedule : Select...

**Supervisor Emails**

Supervisor Email #1 : BigBadWolf@Test.com  
 Supervisor Email #2 : Walt.Disney@Test.com  
 Supervisor Email #3 :

**New Change of Status Request** **Save** **Cancel**

### Inactivating Participants

If someone is no longer going to participate in the RMTS program for the next quarter or indefinitely, they can be marked as inactive. If someone leaves during the quarter and moments have been generated, see the section on Change of Status (COS) forms.

1. Click on the red X in the left hand column.

	Employee ID	Last Name	First Name
 	<a href="#">UMMS81686</a>	Beauty	Aurora
 	<a href="#">UMMS81687</a>	Berry	Snow White
 	<a href="#">UMMS81688</a>	Bibbidy	Cinderella

- a. You will see a confirmation box. Click 'Yes.'

**Confirm**

Do you want to deactivate the participant?

**Yes** **No**

- b. The person's information will no longer be displayed on the grid (unless you choose the option to display inactive participants).

2. Click on the Employee ID

	Employee ID	Last Name	First Name
 	<a href="#">UMMS81686</a>	Beauty	Aurora
 	<a href="#">UMMS81687</a>	Berry	Snow White
 	<a href="#">UMMS81688</a>	Bibbidy	Cinderella

a. Edit Participant form opens. Change 'Active Yes or No' field to 'No'. Click Save.

**Profile**

\* Employee ID :

\* Last Name :

\* First Name :

\* Email Address :

\* Active Yes or No :  

**Job Details**

\* Job Pool :

\* Job Description :

\* Job Type E or C :

### Returning Inactive Participants

When a prior RMTS participant returns to the RMTS program for the next quarter, you can reactivate their participant information to include them. This prevents having to re-enter information.

Option 1: Click on the box labeled 'Include Inactive Participants' on the right side, above the grid.

**My Participants**

Quarter:  Fiscal Quarter Selected: Q2 FY17 

Participant Grid

Include Inactive Participants

	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C	Fed Fund %	Work Sched
	<a href="#">UMMS81685</a>	Bayou	Tiana	Bayou@test.com	Social & Health Care Services	Counselor	Employee	0	
	<a href="#">UMMS81686</a>	Beauty	Aurora	Beauty@test.com	Education	Secondary Teacher	Employee	0	
 	<a href="#">UMMS81687</a>	Berry	Snow White	Berry@test.com	Education	Other Teacher	Employee	0	
 	<a href="#">UMMS81688</a>	Bibbidy	Cinderella	Bibbidy@test.com	Education	Other Teacher	Employee	0	

a. Click on the green arrows in the left hand column.

b. You will see a confirmation box. Click 'Yes.'



b. The person's information will be displayed on the grid as an 'active' participant.

**My Participants**

Quarter: **Next Quarter: 2016 Oct - Dec** Fiscal Quarter Selected: Q2 FY17 [Add New Participant](#)

Participant Grid | Import Status

	Employee ID	Last Name	First Name	Email Address	Job Pool
					(All)
	<a href="#">UMMS81685</a>	Bayou	Tiana	Bayou@test.com	Social & Health Care Services
	<a href="#">UMMS81687</a>	Berry	Snow White	Berry@test.com	Education
	<a href="#">UMMS81688</a>	Bibbidy	Cinderella	Bibbidy@test.com	Education

Option 2: Click on the Employee ID

	Employee ID	Last Name	First Name
	<a href="#">UMMS81686</a>	Beauty	Aurora
	<a href="#">UMMS81687</a>	Berry	Snow White
	<a href="#">UMMS81688</a>	Bibbidy	Cinderella

a. Edit Participant form opens. Change 'Active Yes or No' field to 'Yes.' Click 'Save.'

**Profile**

\* Employee ID :

\* Last Name :

\* First Name :

\* Email Address :

\* Active Yes or No :

**Job Details**

\* Job Pool :

\* Job Description :

\* Job Type E or C :

## Adding New Participants

1. Click on the 'Add New Participant' link at the top of the grid.



- a. Complete the Add Participant Form and click Save.

**Add Participant**

Fiscal Quarter Selected: Q2 FY17

**Profile**

\* Employee ID :

\* Last Name :

\* First Name :

\* Email Address :

\* Active Yes or No :

**Job Details**

\* Job Pool :

\* Job Description :

\* Job Type E or C :

\* Fed Fund % :

Work Schedule :

**Supervisor Emails**

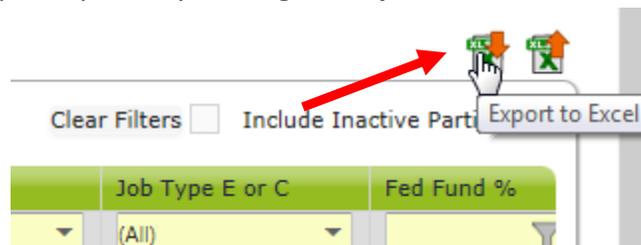
Supervisor Email #1 :

Supervisor Email #2 :

Supervisor Email #3 :

## What can I do with Exporting/Importing Files?

1. If you have a lot of changes to make, you may find it easier to use the 'Export to Excel' and 'Import Participant File' icons on the top right of the participant grid. Begin by downloading your current list of participants by clicking on 'Export to Excel' as shown below.



- a. **Update participants** by making edits directly in the Excel spreadsheet as needed.
  - i. Edit any field directly in the spreadsheet
  - ii. Use Dropdowns to help select valid choices for each field
  - iii. Use Excel functions if helpful, such as 'Copy / Paste' and Sort/Filter
  - iv. Make sure all information for all participants is current and accurate for the new quarter
    1. Don't forget to check participant email addresses and Supervisor email addresses that may have changed.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Employee ID	Last Name	First Name	Email Address	Job Pool	Job Description	Job Type E or C	Active Yes or No	Fed Fund %	Work Schedule	Supervisor Email #1	Supervisor Email #2
2	UMMS81686	Beauty	Aurora	Beauty@test.com	Education	Secondary Teacher	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
3	UMMS81687	Berry	Snow White	Berry@test.com	Education	Other Teacher	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
4	UMMS81688	Bibbidy	Cinderella	Bibbidy@test.com	Education	Other Teacher	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
5	UMMS81689	Birdadette	Tiana	Birdadette@test.com	Social & Health Care Services	Nurse	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
6	UMMS81690	Blondie	Rapunzel	Blondie@test.com	Administration	Elementary Principal	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
7	UMMS81691	Bloomers	Aurora	Bloom@test.com	Administration	Office/Clerical	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
8	UMMS81692	Blossom	Mulan	Blossom@test.com	Social & Health Care Services	Psychologist	E	Y			BigBadWolf@test.com	Walt.Disney@test.com
9	UMMS81693	Brie	Cinderella	Brie@test.com	Education	Other Teacher	E	Y			BigBadWolf@test.com	Walt.Disney@test.com
10	UMMS81694	Daisy	Rapunzel	Daisy@test.com	Education	Secondary Teacher	E	Y			BigBadWolf@test.com	Walt.Disney@test.com
11	UMMS81695	Fern	Aurora	Fern@test.com	Education	Other Teacher	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
12	UMMS81696	Gleam	Rapunzel	Gleam@tst.com	Social & Health Care Services	Counselor	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com
13	UMMS81697	Honeycake	Snow White	Honeycake@tst.com	Administration	Secondary Principal	E	Y	0		BigBadWolf@test.com	Walt.Disney@test.com

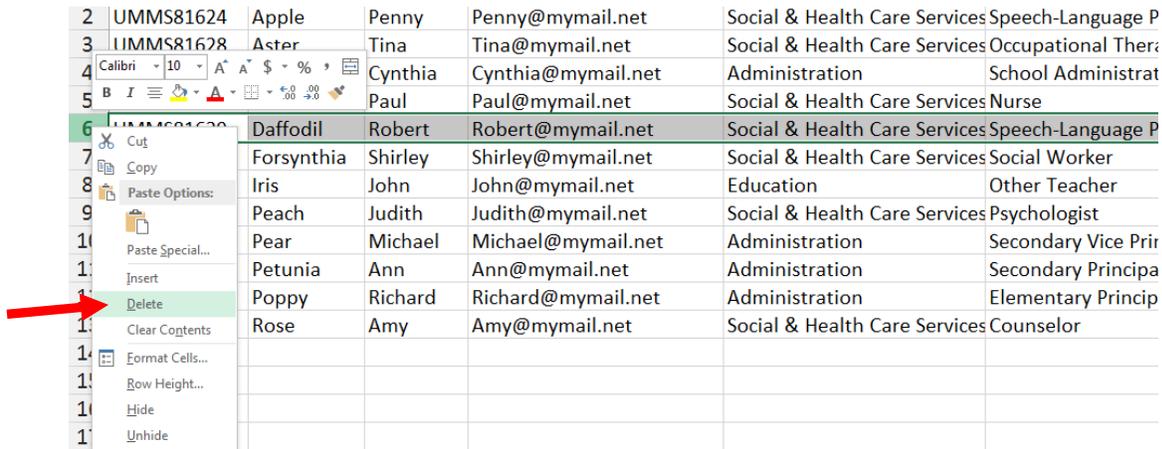
- b. **Add New Participants** by scrolling down to the bottom of the participant list and adding the required information to a new, blank row of the spreadsheet.
  - i. Use the drop-down menus to select valid values for accurate information.
  - ii. You may choose to leave the 'Employee ID' field blank for the system to generate a unique ID for your new participants.

**Tip** If you need to re-activate an individual who participated in the RMTS previously, but not in the most recent quarter, please do not add them as a new participant. Instead, use the online screen option to re-activate them, as described in the 'Returning Inactive Participants' section of this manual on prior pages.

35	UMMS81719	Sweetie	Snow White	Sweetie@tst.com	Education	Paraprofessional	E	Y	0		BigBadWolf@test.com
36	UMMS81720	Taj	Jasmine	Taj@tst.com	Education	Other Teacher	E	Y	0		BigBadWolf@test.com
37	UMMS81721	Teacup	Belle	susan.dadah@umassmed	Education	Other Teacher	E	Y	0		BigBadWolf@test.com
38	UMMS81722	Thistleblossom	Snow White	Thistleblossom@tst.com	Social & Health Care Services	Nurse	E	Y	0		BigBadWolf@test.com
39	UMMS81723	Treasure	Ariel	Treasure@tst.com	Administration	Elementary Principal	E	Y	0		BigBadWolf@test.com
40	UMMS81725	Windflower	Pocahontas	Windflower@tst.com	Social & Health Care Services	Psychologist	E	Y	0		BigBadWolf@test.com
41		Newperson	Test	newperson@tst.com	Social & Health Care Services	Psychologist	E	Y	1		BigBadWolf@test.com
42		Mouse	Mickey	mickey@tst.com		Psychologist	e	y	0		BigBadWolf@test.com
43					Administration						
44					Education						
45					Social & Health Care Services						

- c. **De-activate participants** by highlighting the entire row that contains the participant's information, and deleting that entire row from the file.

**Tip** This is most easily accomplished by clicking on the row number on the left hand side of the spreadsheet to highlight the row, then use the 'right click' of your mouse to bring up a drop down menu. Choose 'delete' from the drop down menu. You'll know you completed this step correctly when the participant's information you selected to delete is gone from the spreadsheet, and there are **no blank row(s)** where the information used to be.

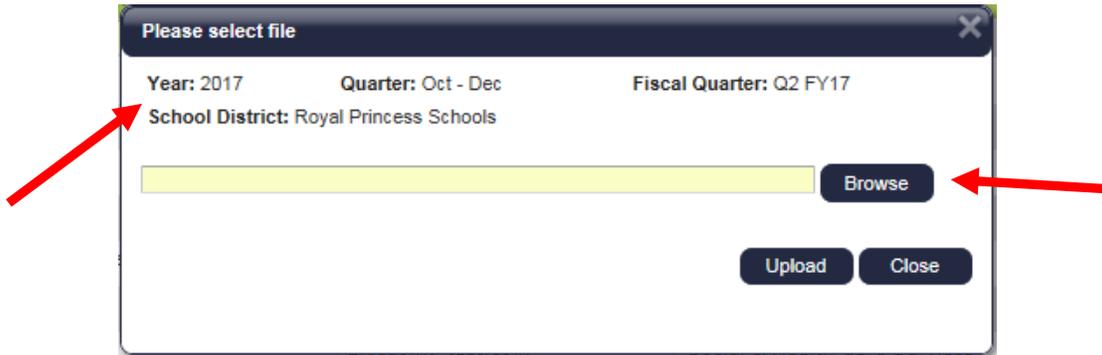


- d. **Name and save your file.**
  - i. Note there is no special naming convention requirement for the file name.
  - ii. We suggest you name the file something that will be helpful and meaningful to you so that you can accurately identify the file when you browse for it.
  - iii. File names cannot exceed 45 characters in length.
  - iv. The file format cannot be changed (i.e. the file must be in the latest version of Excel (.xlsx))

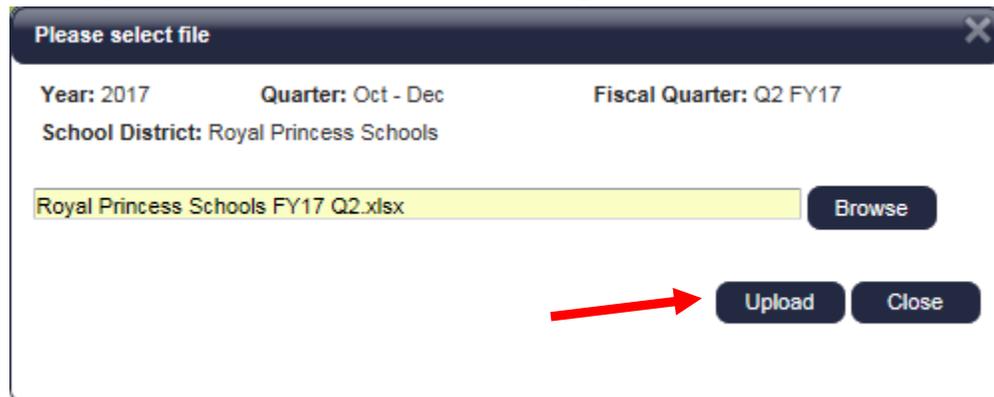
- e. Click on the 'Import Participant File' icon on the top right.



f. Confirm the Year, Quarter and School District Name, then click 'Browse.'



g. Select your file based on the name you assigned it and click 'Upload.'



h. Review the **Import Report** to verify the changes. This report identifies all changes that your upload file will make to your list of participants. These changes are detailed in three (3) sections:

- i. New Participants
- ii. Deactivated Participants
- iii. Upload Changes

**Import Report**

Confirm the following changes for the following school district

Year: 2017      Quarter: Oct - Dec      Fiscal Quarter: Q2 FY17  
 School District: Royal Princess Schools

**New Participants**

Last Name	First Name	Email Address	Job Description	Work Schedule	Supervisor Email #1
Newperson	Test	Windflower@tst.com	Psychologist		BigBadWolf@test.com

**Deactivated Participants**

Employee Id	Last Name	First Name	Email Address	Deactivated Start Date
UMMS81687	Berry	Snow White	Berry@test.com	10/1/2016 12:00:00 AM

**Upload Changes**

Employee Id	First Name	Last Name	Field Name	New Value	Old Value
UMMS81686	Aurora	Beauty	Email Address	Michael@test.com	Beaty@test.com

- a. **Review the changes** to make sure that everything is accurate. Then you must choose one of the following actions:
  - iv. **Review:** Click this button to export an Excel version of the report for further review. This is helpful if you have made a lot of changes and would like more time to check that they are all correct.
 

*Note: If you select this option, you will need to return to the 'Import Status' tab screen later to 'confirm' or 'reject' the upload file.*
  - v. **Confirm:** Click this button to confirm that the changes in the file are accurate and to process those changes.
  - vi. **Reject:** Click this button to reject the upload file if errors have been found. Once an upload file has been rejected, you then need to correct and re-upload a new file.
  
- b. Click on the **Import Status** tab, click on the Excel Report icon to open the Import Report and **Confirm** it if the report is still in Review status. It should be 'successful' when done.

**My Participants**

Quarter: Next Quarter: 2016 Oct - Dec Fiscal Quarter Selected: Q2 FY17 [Add New Participant](#)

Participant Grid    **Import Status**

File Name	Status	Report	Imported-By
Royal Princess Schools FY17 Q2.xlsx	Review		Belle Teacup
Q2 FY17.xlsx	Successful		Belle Teacup

## Complete Quarter – Finalizing Participant Management

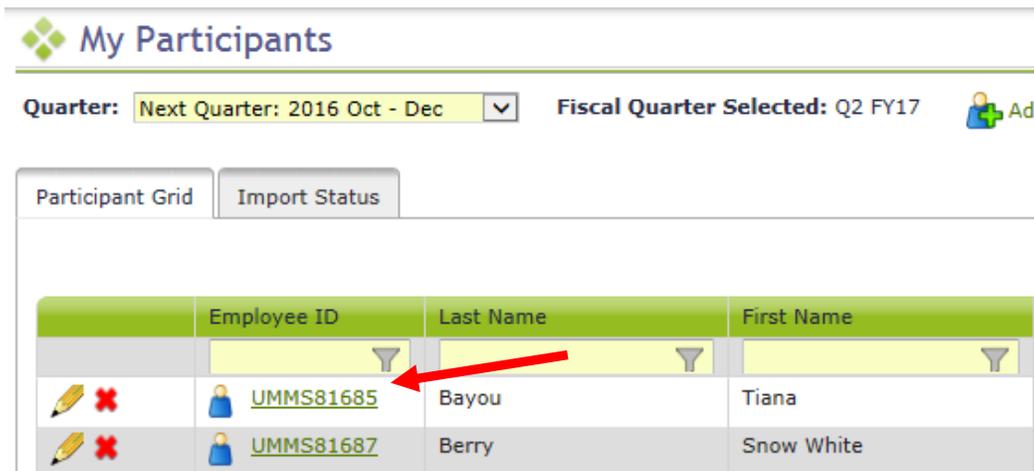
When all updates have been completed, and before the submission deadline listed in Section A, click ‘Complete Quarter’ in the lower right hand corner. This will confirm that you have completed your updates for the next quarter and it will lock the system. If for any reason you realize you need to make changes after you have already marked a quarter as complete, contact UMMS to open the Participant Management screens for you.



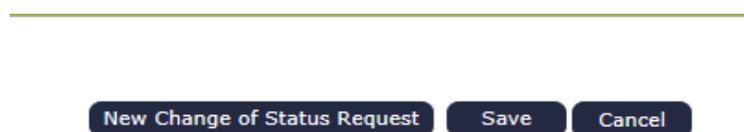
## New Change of Status Request during the Quarter

If someone is not able to participate in the Random Moment Time Study after moments have been generated, you can submit a **Change of Status Request** using the ‘My Participants’ screens.

1. Locate the participant for the Change of Status and click on the ‘Employee ID’ for that person.



- a. Click ‘New Change of Status Request’



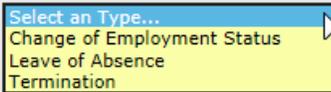
- b. Select Change of Status Type from the drop-down menu.

### Change of Status Request

#### Participant Information

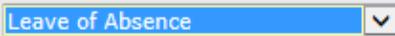
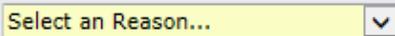
**Participant Name:** Tiana Bayou  
**Participant Employee ID:** UMMS81685  
**Job Pool:**  
**Job Description:** 607

#### Change of Status Request

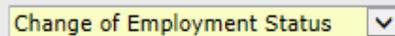
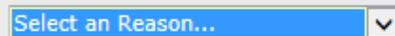
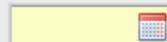
**Change of Status Type:**   
**Reason:**

- c. Depending upon the Change of Status Type, other questions will be asked. When completed, click Submit.

### Change of Status Request

**Change of Status Type:**   
**Leave of Absence Reason:**   
 Paid  
 Unpaid  
 Undetermined

### Change of Status Request

**Change of Status Type:**   
**Change of Employment Status Reason:**   
**Change of Employment Status Start Date:** 

### Change of Status Request

<b>Change of Status Type:</b>	Termination
<b>Termination Reason:</b>	Select an Reason...
<b>Termination Start Date:</b>	<input type="text"/>

d. You will receive a confirmation message. Click confirm.

**Confirm** ✕

Once approved, this participant will be removed from the RMTS process. Are you sure you want to submit the Change of Status?

## E. Resources

**Call the UMass RMTS Support team at 800-535-6741  
(Hours: 7:30 am – 7:30 pm Eastern Time)  
or email  
MedicaidAdmMatch@umassmed.edu**